

CITY OF TORRANCE

Administrative Support/HR/WC Series

Career Ladder

Workers' Comp. Claims Examiner

HS Grad or GED Cert supplemented by college level coursework in WC, insurance, business/public admin, or a related field that included a permanent disability rating course; & 2 yrs exp adjusting WC claims.
Valid CA Self-Insurance Plan Cert.

Human Resources Analyst

BA in I/O psy, public/business admin, political science, or a related field; & 2 yrs of exp in 1 or more of following areas: classification & compensation, benefits, employee relations, recruitment & selection, training, & personnel policy & procedure development.

Claims Technician

3 yrs of clerical/admin. exp. & completion of coursework in Basic WC Laws taught by Insurance Educ. Assoc; or equivalent training, may include employer sponsored training.

Personnel Technician

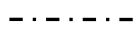
3 yrs clerical exp to include duties requiring discretion & judgment such as development & maint. of personnel & payroll record-keeping systems.

Secretary

HS Grad or GED Cert; 3 yrs clerical exp

Typist Clerk

1 yr clerical exp.



Requires add'l training or educ.
to qualify for promotion



PROMO



LATERAL